



**Delaware Open Data Council
Open Data Action Plan Subcommittee
Final Meeting Minutes
11/29/2018**

Location: DTI Conference Room C, 801 Silver Lake Blvd, Dover DE and 4th Floor Arts Conference Room, Carvel Building, Wilmington, DE

Subcommittee Members:

Member Name	Present
Rhonda Lehman, DTI (Chairperson)	Y
Dana Rohrbough, DOS/GIC (Co-Chairperson)	Y
Todd Reavis, DOT	
Steve Yeatman, DSCYF	Y
Bob Zimmerman, DNREC	
Mike Mahaffie, DNREC	Y
Jessica Borcky, OGov	Y

Guests:

None

The meeting was called to order at 1:06 PM

Previous Meeting Minutes

Mike Mahaffie motioned to approve the minutes from the previous meeting on 11/07/18. Dana Rohrbough seconded the motion. All members voted to approve the minutes.

Discuss Open Data Action Plan

- The group discussed that the goal is to have the Action Plan completed in Q1 2019. We want the plan to be accomplishable and achievable.
- We need to identify and meet the staffing needs as part of open data.
- What efficiencies can be gained in creating the Open Data Portal?
- Mike Mahaffie talked about ECOS, the Environmental Council of the States, who is working on a data strategy. Once it is available, Mike will share it with the subcommittee.
- The group reviewed and discussed the portions of the Action Plan that had been drafted. Some information that has been drafted may be better suited to the Strategic Plan.

**Action Items**

Each member to continue drafting more information to include in the Action Plan.

Next meeting

To be held on 12/19/18 @ 1:00 instead of 12/20 as originally planned.

Public Comment

None

Adjourn

The meeting adjourned at 2:24 pm.